Module 5: Category IV

Parliamentary Procedure: Student Information
Students:

Study the following information carefully. Your knowledge of the terms and processes of parliamentary procedure will help you in demonstrating your knowledge and skills in a simulated meeting.

Sample reports and an agenda are provided for your use during your parliamentary procedure demonstration.

Good luck!

Five Basic Principles

There are five basic principles of parliamentary procedure:

1. Only one subject may claim the attention of the assembly at one time.

2. Each proposition presented for consideration is entitled to full and free debate.

3. Every member has rights equal to every other member.

4. The will of the majority must be carried out and the rights of the minority must be preserved.

5. Parliamentary law is simple in principle. It is based largely on common sense and courtesy.

Use Of The Gavel

Two taps of the gavel calls the chapter meeting to order. When a main motion has been passed or rejected, one tap of the gavel should follow the announcement.

The gavel is also the instrument for maintaining order during chapter meetings. If at any time members engage in differences of opinion or for other reasons distractions occur, a sharp tap or a series of sharp taps should restore order on such occasions.

Adjournment is signaled by a single rap of the gavel.

Basic Rules of Parliamentary Procedure

1. Use parliamentary procedure to protect the rights of ALL members - particularly their right to be heard, to be treated fairly, and to be treated with respect.

2. Never use your knowledge of parliamentary procedure to control and intimidate members of your organization. Your ability to think and act with compassion should guide your meetings, NOT your knowledge of formal rules.
3. The presiding officer's station is called "the chair". Members address only the chair. The chair is addressed as Mr. President or Madam President.

4. A member must "obtain the floor" by being "recognized" before speaking. Generally, the member rises to speak and sits to yield the floor.

5. No one is entitled to the floor a second time in debate on the same motion on the same day as long as any other member who has not spoken on this motion desires the floor.

6. Three steps are needed to bring a motion to the floor:
   a) A member makes a motion.
   b) The motion is seconded.
   c) The chair states the motion (states the question).

   Once all three steps happen, the motion is pending.

7. A motion requires a second to be considered, unless the motion is made on behalf of a committee. IF the motion is NOT seconded, it is lost for lack of a second.

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**SAMPLE PROGRAM COMMITTEE REPORT**

The program committee is pleased to report that our special guest speaker for our next regular meeting will be Jane Wonderful whose topic will be "Leadership Styles."

NOTE: Committee reports are not voted on or approved unless they suggest action to be taken in the form of a motion.

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**The Presiding Officer**

The presiding officer is expected to rise when opening the meeting, when about to make an address, call for a vote, speak on a question of appeal, or to give their reason for a decision on a point of order. Otherwise, they should keep their seat, pay attention to the speaker who has the floor and refrain from engaging in debate. They should refer to themselves in the third person, i.e. “the chair bases this decision...”. Though the chair should be firm in their rulings, they are expected to be tactful, helpful and fair.
**Common Parliamentary Terms**

**Adjourn:** To close the meeting or session.

**Amend:** To change a motion by means of another motion. The proposal change is called an amendment. To amend is a subsidiary motion.

**Chair:** Sometimes called The President. The person who presides at a meeting and acts as umpire.

**Convene:** To meet, or call to order.

**Debatable:** A motion that is subject to controversy or contention; open to question or dispute.

**Discussion:** The debating or talking about a motion or question. It must always follow the accepted rules of order.

**Majority:** Over half the votes cast.

**Meeting:** The time an assembly remains together without adjournment. A call to order after an adjournment constitutes another meeting.

**Minutes:** The written records of the meetings as kept by the Secretary.

**Motion:** The procedure of getting a matter before a group or assembly.

**New Business:** Matters which have not been formally discussed before, but are brought up for the first time.

**Obtain the Floor:** Securing the right to speak either to make or discuss a motion.

**Plurality:** The person receiving the greatest number of votes. It is not necessarily the majority, although it may be.

**Point of Order:** This is a motion to correct disorder in the proceeding or in the deportment of members. Any members may obtain the floor and say “I rise to a point of order.” The member then states the point and the chair says whether it is well taken.

**Postpone:** A meeting or action may be postponed to a certain day or postponed indefinitely.

**Previous Question:** Its object is to bring the question which is under consideration before the assembly for vote without further debate. It cannot be debated and cannot be amended. It requires a 2/3 vote for its adoption.

**Quorum:** A sufficient number of members present at a meeting to transact
business. This number is usually a majority unless otherwise specified in the constitution.

Refer to a Committee: This is often called to commit or refer or recommit and is a subsidiary motion. The usual form of the motion is to refer the matter to a committee and it is as well to name in the motion the committee, if a standing one, or the method to be used in selecting the committee. Such a motion is debatable and may be amended by altering the committee or by giving it more specific instruction.

Reports: The records or findings of officers or committees (preferably in written form) which are submitted for consideration and approval at a meeting of the main body.

Second: An indication that at least a second person approves of the motion.

Special Committee: A committee chosen for a particular purpose, usually discontinued after the purpose has been achieved.

Standing Committee: A committee appointed for along period of time, often a year. Such committees are frequently named in the constitution.

Unfinished Business: Motions that have not yet been decided and have been left over from preceding meetings.

Voting: Method of determining the wish of the group or assembly.

Withdraw a Motion: An incidental motion permitting a previous motion to be withdrawn. It is debatable, cannot be amended, but may be reconsidered. However, a motion may be withdrawn by the person who make it with consent of the person who seconded it and the chairman of the meeting if done before decision or amendment.
The Order of Business (Sample Agenda)

It is customary for every group to adopt a standard order of business for meetings. When no rules have been adopted, the following is the order:

1. **Call to Order:**
   President says “Will the meeting please come to order.”

2. **Reading and Approval of Minutes:**
   President announces “The secretary will now read the minutes of our last meeting.”
   The minutes are read by the secretary, and the president asks “Are there any corrections or additions to the minutes?”
   There being no corrections, the minutes will stand approved as read.” OR
   “Are there further corrections to the minutes?”
   “There being no further corrections, the minutes will stand approved as corrected.”

3. **Reports of Officers and Standing Committees**
   Officers, boards, or standing committees should be called upon to give their reports. First, the president announces “We will now hear the treasurer’s report.” and after the report says “Thank you.”
   Then the president might say “Does the Program Committee have a report?”
   After the Program Committee chair reads his or her report, the president says “Thank you.”

4. **Reports of Special Committees**
   The president asks “Are there are special committee reports?” When there are none, he or she moves on to the next agenda item.

5. **Unfinished Business:**
   The president knows if there is any business left over from the previous meeting.
   If so, the unfinished is announced. If there is no unfinished business, the chair states “We have no unfinished business so we now move to new business.”

6. **New Business:**
   “Is there any new business to come before the meeting?”

7. **Program**
   This is where the president would introduce a guest speaker if one is scheduled.

8. **Adjournment:**
   **Unqualified Form:** Proposer moves to adjourn; motion is seconded; chairman calls for a vote; action depends upon majority vote. This motion cannot be discussed.

   **Qualified Form:** Propose moves for adjournment within a definite time or adjournment to meet again at a specified time; motion is seconded; chairman calls for discussion; a vote is taken; action depends upon majority vote.
What is a Motion?

The Main Motion
The main motion brings business before the assembly and/or introduces a new subject. This motion can only be made when no other business is pending.

President "Is there any new business to come before this meeting?"
Member #1 "Mr./Madam President." (Seeks recognition)
President Recognizes member
Member #1 I move that ________________________
Member #2 "Second" (If no second, the president should ask "Is there a second?"
President "A motion has been made and seconded to ________________________ (repeat of motion made by Member #1).
Is there any discussion?"
Member #1 Seeks recognition again. Debates motion if desired.
Members May seek recognition and debate, until
President "Is there any further discussion?" (No answer) "If not, are you ready for the question?" (Still no answer) "All those in favor of (restate the motion) say aye. All opposed say no. The ayes (no's) have it, the motion carries (fails). We will (not) ______________ (announcement of actions based on vote.)"

The Motion to Amend
To modify the wording of the pending motion before it is acted upon.

Member "Mr./Madam President." (Recognition) "I move to amend the main motion by (striking out, inserting, or adding . . . "
Member "Second"
President "It has been moved and seconded to amend the main motion by. . . Is there any discussion on the amendment?"
Member(s) Debate on the amendment
President "Are you ready for the question? All those in favor of the amendment to the main motion that we . . . say aye. All opposed say no. The ayes (noes) have it, the amendment to the main motion is carried (lost). The item now before us is the main motion as amended to . . . (or the original main motion). Is there any discussion?"
Refer to a Committee
It is used to send a pending question to a committee in order to more carefully consider the question.

Member
"Mr./Madam President." (Recognition) "I move we refer this motion to a committee consisting of . . . "

Member
"Second"

President
"It has been moved and seconded that we refer this motion to a committee consisting of . . . The motion is debatable and amendable. It is now open for discussion."

Member(s)
Debate on the amendment

President
"Are you ready for the question? All those in favor of referring this motion to a committee consisting of . . . say aye. All opposed say no. The ayes (noes) have it, the motion carries (is lost). (Announce results as appropriate) It will be referred to a committee consisting of . . . Is there any further new business?"

Previous Question
It immediately closes debate and brings to vote one or more pending motions.

Member
"Mr./Madam President." (Recognition) "I move the previous question."

Member
"Second"

President
"The previous question has been called. This motion is undebatable, unamendable, and requires a two-thirds vote. All those in favor of the motion please rise. All opposed please rise. The vote is _____ for and _____ against. There being a two-thirds majority in favor, the motion carries and we will now vote on the motion to . . . " OR "Since there is not a two-thirds majority, debate may now resume on the pending motion to . . . "

Division of the Assembly
It is used when a member doubts the results of a voice vote or show of hands, thereby requiring that the vote be taken again by rising.

Member
Without being recognized - "Mr./Madam President, I call for a division." or just "Division!"

President
"A division has been called. Those supporting the motion that . . . please rise. All opposed please rise. The motion is carried (lost) and (state effect.)"
Parliamentary Inquiry
It is used to ask a question of the president about proper parliamentary procedure.

Member (Without waiting to be recognized.) "Mr./Madam President. I rise to a parliamentary inquiry."

President "The member will state the inquiry."

Member(s) "Is it in order to move the Previous Question?"

Point of Order
It is used when a member thinks the rules of the assembly are being violated. When a member makes a “point of order”, the chair must make a ruling.

Member (Without waiting to be recognized.) "Point of Order."

President "State your point."

Member "There was no second to the motion just made."

President "You are correct. Is there a second to the motion that...?"

Adjourn
It closes a meeting immediately

Member "Mr./Madam President, I move we adjourn."

Member "Second"

President "A motion has been made and seconded that we adjourn. All those in favor say aye. All opposed say no." (Announce results.)
Sample Minutes and Treasurer’s Report

Teams may adapt these minutes and treasurer’s report for use in their presentation.

The regular monthly meeting of Smithtown High School HOSA was held on Thursday, July 15, 2004 at the Holiday Inn in Smithtown, the president being in the chair and the secretary being present. The minutes of the last meeting were approved as read.

The treasurer’s report was presented.

The report of the fundraising committee was received and placed on file.

Lorie moved that we invite a guest speaker to talk about leadership styles. The motion carried. The president asked the program committee to contact potential guest speakers and bring a report to the next meeting.

The meeting adjourned at 6:00 pm.

Mallory Smith
Secretary

<table>
<thead>
<tr>
<th>Smithtown Treasurer's Report</th>
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<tbody>
<tr>
<td><strong>FOR THE YEAR ENDING JUNE 30, 2004</strong></td>
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<tr>
<td><strong>BALANCE ON HAND, JULY 1, 2003</strong></td>
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<tr>
<td><strong>INCOME</strong></td>
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<td>• DUES</td>
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<td>• CAR WASH</td>
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<td>• CONTRIBUTION FROM SMITHTOWN BUSINESS ASSOCIATION</td>
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<td><strong>TOTAL INCOME</strong></td>
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<td><strong>EXPENSES</strong></td>
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<td>• NATIONAL CONFERENCE</td>
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<td><strong>TOTAL EXPENSES</strong></td>
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<td><strong>BALANCE ON HAND JULY 1, 2004</strong></td>
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PARLIMENTARY PROCEDURE
Classroom Guidelines for HOSA 103

Purpose: To develop leadership skills by using parliamentary procedure to conduct a simulated business meeting. This event is based on team competition; therefore, members learn the importance of cooperation and working together through competitive performance.

Description: Classroom teams will be given a secret problem with motions to perform during the meeting. The team has five (5) minutes preparation time prior to the ten (10) minute demonstration of the meeting. All team members must be involved in the meeting.

Dress Code: Team members will wear proper business attire. Bonus points will be awarded for proper dress. All team members must be properly dressed to receive bonus points.

Rules and Procedures:

1. Teams shall be composed of five (5) to eight (8) members with identified officers (i.e., president, vice-president, secretary, treasurer, program committee chairman, member).

2. Each team prepares, in advance, minutes of a previous local chapter meeting with a treasurer’s report and committee report, that are brought to the presentation room and used according to parliamentary law.

3. Each member of the team will be given a copy of the secret problem and will have five (5) minutes to plan their meeting. Teams will then have ten (10) minutes to present their meeting for the judges. All members of the team will be allowed to have a copy of the secret problem during the competition.

4. Parliamentary references (including but not limited to Robert's Rules of Order, Newly Revised) may be used by the team during this preparation period but not during the presentation.

5. The secret problem will include at least five (5) different motions from the following list:
   - Main motion
   - Amend
   - Refer to a committee
   - Division of the Assembly
   - Previous question
   - Parliamentary inquiry
   - Point of Order
   - Adjourn

6. Only the following items may be taken into the presentation room: a copy of the minutes of the preceding meeting, the treasurer's report, a committee report, copies of the secret problem for each team member, and a pencil for president to take notes during the meeting.
7. The presentation is to consist of procedures that should be used in a complete regular business meeting (i.e., call to order through adjournment). The secret problem contains motions that must be included in the presentation in the appropriate order of business. Other topics may also be taken up during the presentation.

8. The team is seated so that the judges have a full view of the participants.

9. Each team is allowed ten (10) minutes beginning with the sound of gavel at opening and ending with the sound of the gavel at closing. The timekeeper stands at the end of the 8 minutes and remains standing to indicate that 2 minutes remain. At the end of 10 minutes, the timekeeper will stop the team. The secretary should take notes of the motions but will not be required to submit the minutes to the judges.

10. Should a tie occur, the rating sheet section(s) with the highest point value(s), in descending order, will be used to break the tie.


Facilities, Equipment and Materials (Per Section):

1. Table and chairs for judges and the timekeeper.
2. Rating sheets for each team to be completed by each judge
4. Eight (8) copies of parliamentary procedure "secret problem" for each team in a sealed envelope.
5. Table, chairs and flag for parliamentary procedure team.
6. Stopwatch
7. Gavel
8. Blank paper to record minutes

*** 9. A copy of the minutes of the preceding meeting, the treasurer’s report, a committee report, a pen for the secretary to record the minutes of the meeting, and pencil for president to take notes during the meeting.

*** 10. Paper/Pencil for President to take notes

*** Items to be provided by students.
# PARLIAMENTARY PROCEDURE - CLASSROOM
## JUDGE'S RATING SHEET

Team #: ___________________  Judge’s Signature: _________________

<table>
<thead>
<tr>
<th>Items Evaluated</th>
<th>Points Possible</th>
<th>Allocated</th>
<th>Comments</th>
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<tbody>
<tr>
<td><strong>A. Proper Order of Business</strong></td>
<td></td>
<td>1</td>
<td></td>
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<tr>
<td>• Call to order</td>
<td>1</td>
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<tr>
<td>• Reading and approval of minutes</td>
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<tr>
<td>• Treasurer’s Report filed for audit</td>
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<td>1</td>
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<tr>
<td>• Committee report(s)</td>
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<tr>
<td>• Unfinished business</td>
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<td>1</td>
<td></td>
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<tr>
<td>• New business</td>
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<td>1</td>
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<tr>
<td>• Adjournment</td>
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<tr>
<td><strong>SUBTOTAL – SECTION A</strong></td>
<td><strong>7</strong></td>
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<tr>
<td><strong>B. Motions</strong> (3 points possible for proper action on each motion with a maximum of 27 points in this section.)</td>
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<tr>
<td>• Motion #1</td>
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<td>• Motion #2</td>
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<td>• Motion #3</td>
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<td>• Motion #4</td>
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<td>• Motion #5</td>
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<td>5</td>
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<tr>
<td>• Other motion</td>
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<td><strong>SUBTOTAL – SECTION B</strong></td>
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<td><strong>C. General Parliamentary Procedure</strong></td>
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<tr>
<td>Quality of debate</td>
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<tr>
<td>Proper use of parliamentary terms</td>
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<tr>
<td>Clarity of expression, voice projection</td>
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<tr>
<td>Skill &amp; knowledge of presiding officer</td>
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<tr>
<td>Members show initiative</td>
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<tr>
<td>Each member speaks at least once</td>
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<td>Poise, dignity, appearance</td>
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<td>Handling of secret problem</td>
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<td><strong>SUBTOTAL – SECTION C</strong></td>
<td><strong>63</strong></td>
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**TOTAL POINTS** (Sum of Sections A, B, and C)  **100**
PARLIAMENTARY PROCEDURE

SAMPLE PROBLEM

#1 Main Motion (the content for the main motion will be given – the team will create the wording for the motion)

#2 Amend

#3 Division of the Assembly

#4 Point of Order

#5 Parliamentary Inquiry

The preceding motions may be presented in any order. The team may make additional motions at any time during the meeting.